

VIRTUALLY NO COVER POLICY



Context

Teachers should be required to cover only rarely, and only in circumstances that are not foreseeable.

STCP

A 'robust system' is one which delivers this contractual entitlement and would be expected to deal with all foreseeable events, but would not be expected to deal with unforeseeable events. When devising strategies to implement 'rarely cover' schools should bear in mind that 'rarely' does not mean 'never'.

Rarely Cover Implementation Process Guidance

'Rarely covering' is an integral part of the overall package of contractual change set out in the National Agreement, and is designed to raise standards by freeing teachers and headteachers from tasks which do not require their professional skills and expertise, and enabling them to focus on their core function of teaching and leading and managing teaching and learning.

Rarely Cover Implementation Process Guidance

Status	Statutory
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Purpose

HISTORIC PATTERNS AND UNFORESEEABLE EVENTS

At Ratton unforeseeable absence is where unplanned absences are greater than 4 (including Cover Supervisors) in any one day.

Analysis of historical absence patterns indicate that between September 2008 and May 2009 teachers were absent for 224 days due to illness, which is 1.4 per day. The vast majority of absence was 4 or less staff on any one day.

Where the school is notified of absence after 07:30 this will be treated as unforeseeable so teachers may be asked to cover as a last resort.

Absence for medical and family reasons are rare and will therefore be treated as unforeseeable events so teachers may be asked to cover as a last resort.

IN-YEAR VARIATIONS TO THE SCHOOL CALENDAR

Where the timetable is collapsed for groups of students and this has been included in the calendar teachers who normally teach these groups may be reassigned to teach other groups.

Where a trip/fixture has been agreed and included in the calendar teachers may be asked to cover as a last resort.

ABSENCE FOR CONTINUING PROFESSIONAL DEVELOPMENT AND OTHER SCHOOL BUSINESS

Where possible all CPD absence should be funded. Where this is not possible staff will be required to phone the Covers Administrator between 7:30 and 7:45 to check whether leave of absence has had to be withdrawn.

SCOPE

Rarely cover applies to all teachers and the headteacher at a school, including teachers on the leadership spine and ASTs whether on permanent, fixed-term or temporary contracts and pro-rata to teachers on part-time contracts.

The policy only covers absence from timetabled lessons.

Consultation	<ul style="list-style-type: none">• Governors• Staff• Union Representatives
Relationship to other policies	<ul style="list-style-type: none">• Leave of Absence
Relationship to standard operating procedures	<ul style="list-style-type: none">• Cover work

Role	Responsibility
Governors	<ul style="list-style-type: none">• Establish this policy• Monitor and review the effectiveness of this policy
Headteacher	<ul style="list-style-type: none">• Ensure structures are in place to support the effective implementation of this policy• Consult on this policy
AHT Cover and Calendar	<ul style="list-style-type: none">• Publish a calendar for each school year, in accordance with the provisions of para 164 of section 3 (STPC), following consultation with staff and their union representatives• Review/revise the calendar during the year in light of significant changes, in consultation with staff and their union representatives
AHT Timetable	<ul style="list-style-type: none">• Review/revise timetables during the year in light of significant changes (e.g. a long term absence or other significant educational development), doing so well in advance and in consultation with staff and their union representatives
Cover Administrator	<ul style="list-style-type: none">• Administer cover in accordance with this policy
Teaching Staff	<ul style="list-style-type: none">• Take every opportunity to avoid being absent during school time• Follow leave of absence procedures• Supervision is not a good use of the time of a teacher and teachers providing cover should normally expect to teach rather than to supervise pupils

Arrangements for Monitoring and Evaluation

Cover Administrator

- Monitor and analyse patterns of absence (planned and unplanned) and levels of cover
- Keep a record of the amount of cover undertaken by each teacher

Governors' Staffing Committee

- Annually evaluate the effectiveness of this policy

Date established by Governing body:	July 2009
Date for full implementation:	July 2009
Date of review:	July 2011

ANNEXES

TEACHING LOADS

National agreements prescribe that teachers should have a minimum of 10% non-contact time. At Ratton currently the minimum is 14% (7/50).

Standard Non-Contact Time:

- 7 - Classroom Teacher
- 8 - Curriculum Leader
- 11 - Core Curriculum Leader
- 14 - Learning Leader/Learning Director
- 24 - Key Stage Manager
- 34 - Deputy Head

Where staff have additional non-contact periods these will be described as “intervention” on timetables and will be equitably distributed amongst the Directorates and assigned by Learning Directors.

SCHOOL CALENDAR

See staff handbook for single page 1 year calendar
See outlook calendar for up-to-date comprehensive calendar